562 Winterbrook Road Campton, NH 03223
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WEVD 2023 Meeting APPROVED Minutes
July 12, 2023 – 6:00 PM

Approved as amended on August 9, 2023.

Attendees: Commissioners Maureen Patti and David Spinney. General Manager Ron Beard and Water Department Administrator Allison Smith, David Ketcham, and Terry Bennett.

Members excused: Gerry Panuczak.

Attendees via Zoom: Mark Canfield, Tanya Moses, Tom H, James Cahill, Denise Bujalski, Ralph Wilbur.

Call to order: Commission Patti noted that Commissioner Panuczak will join the meeting via Zoom later and called the meeting to order at 6:00 PM announcing that there is a quorum of Commissioners present.

Pledge of Allegiance: The meeting began with the Pledge of Allegiance.

Roll Call of Commissioners: Ms. Patti and Mr. Spinney were present in person.

Adoption of Agenda.
Ms. Patti asked Mr. Spinney if he would mind taking the Agenda out of order and starting the meeting with the General Calendar item 10.H Discussion re: assistance for WEVD committee minute takers. Mr. Spinney was good with it.

GENERAL CALENDAR ITEMS

Discussion re: assistance for WEVD committee minute takers.
Ms. Patti noted that ever since she started as a volunteer as the Commissioner and the Records Committee representative, she noticed that the District did not have the greatest practices about maintaining its public body minutes as required by New Hampshire Statutes. In 2020 the Records Committee presented the Commission with the set of procedures which have subsequently been adopted. The reason for the Commission discussing it today is to check whether these procedures are working out for the various boards and committees of the District. Ms. Patti also said that it has

been discussed that many committees that discuss technical information (like the Budget Advisory Committee) are faced with a problem that the member of the committee who is tasked with taking minutes is not able to fully participate in the discussion. This is a chance for the Commission to hear from the staff and those committee members on whether there is rational for using the consulting line item in the budget to hire the professional minute taker, who is doing the Commission minutes, to help out some of these committees. Ms. Patti then asked Ms. Smith to present her research and findings on the matter.

Ms. Smith said that having dealt with trying to keep track of minutes for the Planning Board and advisory committees herself and knowing that many committees are also having issues with keeping up with what is required to be contained in the minutes by statute, she came up with a couple things that she thought could be of help.

First, she displayed the google form she created called "Minutes Production Assistance Form" that the minute taker for each board or committee could be filling out during the meeting. The form is concise and only requires things that are set by statute and is also intuitive in a way that it will not let the person filling it out move on, unless certain things are met (like the quorum of the meeting being present, or identifying who seconded a motion, etc.) The form also has details for each item discussion, motion, vote, and could be adjusted to the individual agenda. As Ms. Smith went through the form, Terry Bennett and the Commissioners asked clarifying questions about how the form will work for someone who would like to edit it after the meeting, etc.

Discussion ensued about what actually needs to go into the minutes in accordance with the NH statutes and whether the minutes should be much shorter, and the recordings would be offered to those who would like a more extensive version of the minutes. Another discussion was about the Right to Know law and what it requires.

Then Ms. Smith presented a second way to record the minutes, which is a Word document template for minutes that can be filled out during or after a meeting and can be populated with an individual agenda before the meeting.

There was an extensive discussion about how the use of the Google form or the Word document may be beneficial for the District committees and the logistics of using it, especially when it comes to editing the minutes after the meeting is over. Ms. Patti made a suggestion to add to the Volunteer Handbook a procedure for amending the minutes after the meeting and that it be done in writing to make sure everything is out in the open and is made clear to the public.

Another discussion was about the public body meeting recordings, storing them, and how to make sure that those are made available to the public, should it be decided that they are going to be used in lieu of longer minutes.

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Then there was discussion about how to reach out to individual committees and disseminate the new information about the newly suggested minute taking procedure and also possibly asking the committee chairs to come up with a protocol that would keep order during the meeting and help the minute taker with taking down what is being said. A suggestion was made to record a video explaining the process that could be shown to current and future committee members.

Ms. Patti then opened the floor to the public and noted the main vectors of the discussion:

a) whether to spend resources paying for a professional minute taker;

b) what can the District do to try and improve and standardize the minute taking process and make sure minimum standards are always met for the minutes; and

c) having a system to make sure the minutes are produced in a timely way to the administrator to avoid having Ms. Smith chasing the committee chairs for minutes.

- Denise Bujalski via Zoom, said that she came in a bit late to this discussion and asked clarifying questions about what had been discussed earlier and what the Google form's intent was. Ms. Patti and Ms. Smith explained that the form is to be used by the committee minute taker to make it easier for them to keep track of what happened during the meeting yet keep the record of the meeting short (meeting all the statutory requirements) and on point, leaving all the excessive descriptions of who said what to the audio/video recording.

- David Ketcham via Zoom, said that he was not sure that asking the public to review long video/audio recordings is a good policy, and also added a suggestion to reflect in the minutes what it is the committee would like to communicate to the people and what it would like to follow up on.

Ms. Patti suggested a technique for that would be making a motion at the end of each discussion to commemorate the action taken or the need to follow up. She also suggested having a list of action items included in the minutes (which could also be added to the Volunteer Handbook).

- Mark Canfield via Zoom, agreed with Ms. Patti about adding the action items to the minutes and possibly adding it to the Google form.

There was a discussion of whether it made any sense to keep discussing expending from the consulting line to pay for a professional minute taker, given all of the above, and general consensus was that it was premature at this point. Commissioners agreed to go with offering committees the options of a Google form or the Word document and to see how it works for them. Ms. Patti said that this item will not be tabled to a definitive date, given that the Commission needs to receive feedback from the Committees before deciding on whether this needs to be discussed further or not.

Approval of Minutes

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a. June 27, 2023

Item was deferred to the July 26th meeting.

GM's Report

Mr. Beard spoke about the following:

1. The new air conditioning unit has been installed in the kitchen and has made the working environment much better.
2. The equipment for the Summit Lounge air conditioning should be delivered on Wednesday with the installation to follow shortly.

Committee/Board Reports:

c. Outdoor Courts

Mr. Ketcham provided the update on the Outdoor Courts and said that they were finally done and the only thing left to do is to install some permanent signs, which have already been ordered. He said that there were opening events held at the courts over the weekend, and that unfortunately there was one injury, but otherwise things went very well. As far as the basketball court requires ledge-pack shoulder to be installed to prevent ankle injuries and asphalt damage, prior to opening. Final landscaping around the half-court basketball area will be completed with remaining funds. Mr. Ketcham said that WEVD Management and the committee decided to proceed with the extra enhancement on the drainage recommended by the contractor due to the concern that eventually the water was going to wash through the walkway onto the lower court. An additional swale had been put it, which was an additional cost of $4,000. He added that the cost of asphalt was not much more this year so this was not a big increase. Mr. Ketcham said that the committee decided to make the walkway to the racket courts 8 feet wide as opposed to the suggested 4 feet in order to prevent problems with erosion and allow for emergency or other vehicles access. This added another $1,800 to the project cost. Mr. Ketcham said that he had received all the invoices for the project from Vermont Rec and that there are some small things remaining, which would be complete after the paining is done.

In conclusion Mr. Ketcham asked the Commission for advice on how to wrap up the Outdoor Courts Committee when all work is complete, as he had suggested to WEA to form a committee that would be responsible for running events on the courts.

There was discussion on what Mr. Ketcham needs to do to end the Committee and how to approve the final minutes.

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Mr. Beard said that the striping for the handicapped spots was done this morning, as well as areas behind the building and by the shack were redone. He said that all that remains is the updated signage.
Mr. Ketcham said that there is still a need to pave the walkway surrounding the half-court basketball court (to the rear entrance of the Community Center) and he was researching the methods and their related costs depending on what happens to it in the winter.
Mr. Ketcham said that he has it in his notes that the District (WEVD) was going to contribute $3,000 to tree management but he was not sure if it was ever approved. Ms. Patti said that she was not sure which budget year the Commission put that line item into and asked if there were any landscaping/groundskeeping funds available. Mr. Beard said that he would need to check.
Discussion ensued about where to find the funds for the walkway paving project. Ms. Patti asked if Mr. Beard could check which line item was used to cover the rock wall and whether ADA compliance funds could also be used as the walkway provides ADA accessibility for the use of the courts as well. She added that she will put this discussion on the July 26th meeting agenda and asked Mr. Ketcham to provide the Commission with the relevant quotes.
Mr. Ketcham also answered questions about refurbishing the horseshoe/shuffleboard area and said that the materials are already available for the job so it will not cost anything; and about the equipment purchased in 2022 for the volleyball court.
Commissioners thanked Mr. Ketcham and the Outdoor Courts Committee for all their work and for a job done very well.
It was noted that despite the decision to redo the courts being a contentious one with some members of the community, it ended up being a good choice to go with Vermont Rec, who did a wonderful job and now the community has courts with a 25-year lifespan provided the District maintains them.
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There was a short discussion about the pine trees and the needles on the courts from them and how to find a way to keep the needles off the courts.

GM's Report
Mr. Beard spoke about the following:

1) He said that he would like to thank the entire staff for a job well done during the 4th of July week. The weather presented a lot of challenges as did staffing levels, but everyone stepped up and overcame it all to give the visitors the best experience possible.
2) The Summit Lounge AC project is proceeding and the six units were hung in the lounge on Monday. What is left is running the electric, plumbing, and charging the units with freon.
3) With all the recent storms, Mr. Baert only had an issue with one tank level sensor, which has been replaced and the system is back to operating normal.

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4) The Rec Fund balance as of today is at $107,160.39.
5) The new boiler for the hot tub that failed on Monday has been installed.
6) Rita Donaldson is coming back next Wednesday.

Committee/Board Reports:

a. Planning Board and b. Water & Roads
Tabled to 7/26/2023 meeting.

c. Outdoor Courts
Item was discussed earlier.

d. ADA Accessibility
Ms. Patti provided an update saying that the committee agreed to have a meeting in July to talk about prioritizing projects.

e. Records
Ms. Patti said that committee decided to meet on July 17th.

f. Amenity Profitability
Tabled to 7/26/2023

CONSENT CALENDAR
Ms. Patti made a motion to add Item 9.B Outdoor Courts Committee Report to the Agenda. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.

Manifests
Ms. Patti made a motion to approve the Manifests contained in the meeting handout. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.

Outdoor Courts Committee Report.
Ms. Patti made a motion to approve the Outdoor Courts Committee Report prepared by Mr. Ketcham. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.

GENERAL CALENDAR ITEMS

Update from MRI Consultant Rita Donaldson
Tabled to August 22, 2023.

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Update from Roads Manager and Water Superintendent Steve Baert
Ms. Patti said that Mr. Baert provided a written report in lieu of physically being present. She said that the report is part of the packet. Ms. Patti asked Mr. Beard about the Leak Detection grant and Mr. Beard said that Mr. Baert is still waiting on it and that the plan is to do 22 miles of the water system altogether. Then Mr. Beard answered questions about the plan to fix the leaks that are found, other items in Mr. Baert report, and the status of the Pegwood Road water main replacement. Mr. Beard noted that the residents who live on Pegwood Road will be notified in more detail and advised if they want to replace the line going to their house, that would be a good time to do it.
Then the members reviewed the rest of the report and Ms. Patti noted that she is very pleased with all the information that was contained in it.

Schedule review of Draft Master Plan from WEVD Planning Board
Tabled to August 22, 2023.

Commission dialogue with WEA Board re: Building Permit & Handout
Tabled to July 26, 2023. Commissioners requested that Mr. Baert be present during this discussion.

Ms. Patti made a motion to table Items 10.B. and 10.D to July 26th meeting. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.

Ms. Patti noted that the Commission needs to set a public hearing date for modifications to the Water Ordinance to reflect the vote of the from the Annual Meeting.
Ms. Patti made a motion to set the date for the public hearing for modifications to the Water Ordinance to reflect the vote of the from the Annual Meeting to September 27th Commission meeting at 4:00 PM. Mr. Spinney duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye

July 4th week (06/30/23 to 07/09/23) concession & event operations
Mr. Beard provided the following numbers:

- Serviced 876 parties;
- Took in $3,310 in revenue for selling day passes;
- Gross food and beverage sales amounted to $23,149.20;
- Sam Banville managed to make sales by bartender (while being alone or short staffed) that amounted to $10,063.70.
- Emaline Hart made $6,167, Tommy Kelly - $3,000, and Kayle Hussey - $3,455.

Commissioners asked Mr. Beard to compare the numbers for the same period in 2022.

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Mr. Beard recapped how the holiday weekend went and commended all the staff who stepped up for the occasion. Ms. Patti seconded Mr. Beard's sentiment and commended all the staff for a great job.

Next Meeting: Wednesday, July 26, 2023 @ 4 p.m.

Public Comment Period

- James Cahill via Zoom, spoke about the mailbox project and the recent meeting with the Interim Campton Postmaster. The WEA will be able to start with the first phase of the project and will vote tomorrow to dedicate CIF funds to it in the amount of $30,000, which he believes will be more than needed. The existing boxes will be replaced with five 60-box units and then one eight parcel box unit. Mr. Cahill said that the Postmaster liked the idea of the expanded access pad, so that the driver would not have to back out of the space. Phase two will take place after and will potentially consist of extending the roof, building a wall on the mailbox structure, and placing the same makeup of the same number of 60 unit boxes and then another eight parcel boxes. He said that the Postmaster offered a free letter box to install (cost of a concrete pad will be borne by WEA). Mr. Cahill added that coordination with the post office is key for this project in terms of what to do with the existing boxes in the meantime, the numbering, etc. He added that the Interim Postmaster told him that the boxes will not have to be numbered in street order, which was very good news.

Discussion ensued about the widened access area for the mail delivery truck and how it will make mail delivery more efficient. Another discussion was about having to redo the walkway to the mailboxes and the timeline and logistics for both phases of the mailbox project.
Mr. Beard noted that the WEA Board meeting where this will be discussed is tomorrow at 6:30 PM .

Adjourn Meeting
Mr. Spinney made a motion to adjourn the meeting. Ms. Patti duly seconded. Motion passed by a 2:0 roll call vote: Ms. Patti – aye, Mr. Spinney – aye.

Meeting adjourned at 7:52 PM.

Prepared by Alvina Snegach